



Business & Finance
District Purchase Card Request for Purchase Card
(Please allow 4 business weeks for processing request)
Version 2/23/23

5. Non-Profits:

- District Auxiliary Services Foundation Managing Director
- Viticulture & Winer Technology Foundation



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NOTICE Purchase Card use is not approved for****

- x Personal purchases or identification.
- x To circumvent the District's Requisition and Purchase Order procedures.
- x A single purchase that exceeds the Cardholder's single purchase limit, a higher limit has been agreed in writing with the District Coordinator.
- x Splitting a purchase to circumvent a purchase limit assigned to the card; the Cardholder's card is used for the same purpose.
- x Purchase of alcoholic beverages, unless authorized for instructional purposes.
- x Any substance, material, or service that violates policy, law or regulation pertaining to the District.
- x Cash advance